

United States Department of Agriculture



Natural Resources Conservation Service
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“Transmitted via Email”

March 8, 2005

MINNESOTA BULLETIN NO. 306-5-22

SUBJECT: PER – Submission of Application for Vacancy Announcements

Purpose. To provide information on the procedures to follow in the completion of an application for NRCS vacancies.

Expiration Date. November 1, 2005.

Due to the new 45 day hiring process NRCS, Minnesota will no longer accept applications via email or facsimile. The “How To Apply” section will read as follows on all announcements, as of March 8, 2005.

HOW TO APPLY:

THE ORIGINAL SIGNED APPLICATION OR RESUME` MUST BE RECEIVED IN THE STATE OFFICE NO LATER THAN 4:30 P.M. ON THE CLOSING DATE.

SUBMIT YOUR APPLICATION PACKAGE TO:

USDA-NRCS
Human Resources Office
375 Jackson Street, Suite 600
St. Paul, MN 55101
Attn: Gloria Larson

Submit your application package directly to the Human Resources Office by close of business (4:30 p.m.) on the closing date. Late applications or failure to submit all the required documents **with original signed application or resume`** and information as requested will result in your application not being considered.

CONTACT PERSON FOR ADDITIONAL INFORMATION:

Name: Gloria Larson
Phone: 651-602-7902

If you have any questions please contact Gloria Larson, Human Resources Specialist, at 651-602-7902 or Mary Lou Werner at 651-602-7855.

/s/

WILLIAM HUNT
State Conservationist

Dist: AE